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DD/S&T#2835-67

DD/S 67-2391

ORD #4501-67

Executive Registry
67-3188

21 JUN 1967

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Guidelines for Contracting with U. S. Educational Institutions

Adm 10.8

1. This memorandum contains in paragraph 4 a recommendation for your approval.

2. To aid in complying with the statement of policy in the Katzenbach Report, as it affects our contractual relationships with U. S. educational institutions, a working group representing the various Agency components concerned with this problem has developed the attached guidelines for application to CIA contracts and grants involving such institutions.

3. It is proposed that upon your approval:

a. The attached guidelines be applied immediately to all future contractual arrangements with U. S. educational institutions.

b. Contracts and grants now in existence be conformed to these guidelines as rapidly as feasible and wherever possible no later than 31 December 1967 for relationships that will extend beyond that date. For this purpose a committee comprised of a representative from the Office of Logistics (acting as Chairman), the Office of Security, and the component concerned, will review each existing contract or grant to determine what action, if any, needs to be taken. Any action, however, that requires the disclosure of CIA's interest in a contract or grant to someone previously unaware of our interest will be taken only after concurrence to make the disclosure is obtained from all parties to the present arrangement. The thrust of the review of existing contracts and the placement of future contracts will be that our contractor relationships with academic institutions will be strongly on the premise that CIA will be identified as the contractor per paragraphs 1 and 2 of the attached contract guidelines. Any special contract arrangement will be considered only when there is extremely strong justification warranting a variance from the principles of CIA identification as the contractor. It is felt that the Agency must retain

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some flexibility for contracting arrangements with academic institutions and this can be carefully monitored and accomplished within the policies and principles expressed in the Katzenbach Report.

4. It is recommended that you approve the attached guidelines and the proposals in paragraph 3 for their appli

SIGNED R. L. Bannerman
R. L. Bannerman
Deputy Director
for Support

Att

CONCURRENCES:

/s/ _____ 26 June 1967
Deputy Director for Intelligence — Date

/s/ _____ 22 June 1967
Deputy Director for Plans — Date

/s/ _____ 23 June 1967
Deputy Director for Science and Technology — Date

The recommendation contained in paragraph 4 is approved.

/s/ Richard Helms _____ 12 JUL 1967
Richard Helms — Date
Director of Central Intelligence

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GUIDELINES FOR CONTRACTING WITH U. S. EDUCATIONAL INSTITUTIONS AND THEIR STAFF MEMBERS

CONTRACTS WITH INSTITUTIONS

1. Whenever possible contractual arrangements between CIA and U. S. educational institutions will identify CIA as the contractor and be approved by appropriate management officials of the institutions.

2. Whenever possible such contracts will be unclassified. If, however, the substance of the undertaking, the sensitivity of CIA's relationship to it, or some other factor requires that contractual arrangements be negotiated or administered in a secure manner, the contract may be classified (but the fact that CIA has such a contract with the institution will not be considered as "classified").

3. When circumstances do not permit the identity of CIA as the contractor, contract arrangements will, after appropriate coordination with all parties involved: (a) be submitted as a special situation by the Deputy Director concerned to the Deputy Director for Support for approval or if mutual agreement cannot be reached the matter may be referred to the Executive Director-Comptroller or the DDCI for final decision; or (b) be cancelled.

GRANTS TO INSTITUTIONS

1. Existing grants to U. S. educational institutions will, by agreement with appropriate management officials of the institutions: (a) be continued in the name of CIA; or (b) be converted to one of the contractual arrangements cited in the section above; or (c) be cancelled.

2. Future grants will, by agreement with appropriate management officials of the institutions involved, be made in the name of CIA. [redacted] 25X1

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CONSULTANT AND OTHER PERSONAL SERVICES CONTRACTS

Consultant and other types of personal services contracts with professors or other staff members of educational institutions within the United States will be held to a minimum and employed only when necessary. Additionally, such contracts will, as a general rule, be made only after assurance is obtained that appropriate management officials of the institutions concerned are aware of the proposed relationships.

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